

Appendix B

Prior Approval Checklist Department of Personnel & Administration Division of Human Resources

This checklist is a guide for all human resource and contract administrators, fiscal officers, purchasing agents, and other state employees who are responsible for acquiring services, commodities (goods), and real estate on behalf of the state. Prior to purchasing **any** service, the appropriate state department (including your own) needs to be contacted to determine if it can provide the service for your department. If your needs cannot be met, your department will be granted permission to contract out the services. Your department is responsible for requesting a **current waiver letter** and placing it in your files. It may not be necessary to obtain a waiver letter for commodities or real estate; however, when your department receives approval to procure commodities and real estate, you will be instructed on other requirements. Some agreements may require multiple prior approvals.

[To obtain waivers for any Division of Central Services products, please click here.](#)

FOR	REGION	TYPE OF SERVICE	APPROVAL REQUIRED FROM
Services	Statewide	All Personal Services Contracts require review	DPA, Division of Human Resources –contact Joi Simpson at (303) 866-5496
Services	Statewide	Collection Services	DPA, Division of Finance and Procurement – contact Greg.Mechem@state.co.us or (303) 866-6540
Services	Statewide	<u>Communication Services (Telecom)</u>	DPA, Division of Information Technologies - contact Paul.Nelson@state.co.us or (303) 866-2341
Services	Statewide	Data Entry Services	DPA, Division of Central Services – contact Cindy.Nardini@state.co.us or (719) 545-5294
Services	Denver Metro	<u>Graphic Design Services</u>	DPA, Division of Central Services – contact IDF Customer Service Rep at (303) 866-3874
Services	Denver Metro	<u>Imaging, Microfilm & Microfiche</u>	DPA, Division of Central Services – contact John.Alonzo@state.co.us or (303) 866-5320
Services	Denver Metro	<u>Mail</u>	DPA, Division of Central Services – contact IDF Customer Service Rep. at (303) 866-3886
Services	Statewide	<u>Training Services</u>	DPA, Division of Human Resources, Training Program – contact Laurie Benallo at (303) 866-4247
Services	Denver Metro	<u>Printing & Photocopying Services</u>	DPA, Division of Central Services – contact IDF Customer Service Rep at (303) 866-3874
Services	Statewide	Legal Services	Department of Law – contact Alan Gilbert at (303) 866-3052

Services	Statewide	Moving Services, Flags & Signs	Department of Corrections, Juniper Valley Products, (303) 321-2200
Goods	Statewide	Communication Equipment	DPA, Division of Information Technologies - (303) 239-4313
Goods	Statewide	Computer Systems	Governor's Office/ Office of Technology & Innovation (OIT) - (303) 866-6388
Goods	Statewide	Office Furniture	Department of Corrections, Juniper Valley Products – (303) 321-2200
Goods	Denver Metro	<u>Photocopiers</u>	DPA, Division of Central Services – contact IDF Customer Service Rep (303) 866-3874
Goods	Statewide	Vehicles (Passenger & Freight) - ¾ ton and under - 1 ton vans	DPA, Division of Central Services, (Fleet Mgt) – contact Ron Clatterbuck@state.co.us or (303) 866-5482
Real Estate	Statewide	Leasing, purchasing, selling, rights-of-way and easements (for state owned and leased facilities)	DPA, Real Estate Programs –contact (303) 866-4759 or www.colorado.gov/dpa/dfp/sbrep
Construction	Statewide	Capital Construction & Controlled Maintenance	DPA, State Buildings -contact (303) 866-6141 or www.colorado.gov/dpa/dfp/sbrep

DPA = Department of Personnel & Administration

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